


**King County**
**Department of Development  
and Environmental Services**

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**206-296-6600** TTY Relay: 711

## PRE-SUBMITTAL SERVICES - Information and Submittal Checklist

For alternate formats, call 206-296-6600.

**Print on legal-size (8 ½ x 14") paper only.**

### Information and Instructions for Pre-Submittal Services

The Pre-Submittal Services (PSS) process is designed to provide advance screening of permit applications prior to actual permit intake. The PSS process will provide applicants with specific feedback and identify technical red flags before the applicant submits the formal permit application. This feedback will allow the applicant to prepare a more complete and accurate application package which should make the permit review process simpler and faster. A non-refundable fee of \$357.00 is due at PSS submittal, however upon formal permit application submittal this fee will be credited towards the permit application fees.

The types of permits that require the PSS process before permit intake generally are larger and more complex than the simple projects that qualify as an over the counter permit, but not large or complex enough to trigger a mandatory pre-application meeting. For projects that fall into this intermediate category, PSS is among the first steps to ensure that you have a complete permit application that is ready for review. We encourage customers to contact the DDES Permit Center at 206-296-6600 prior to application to confirm the PSS submittal requirements and qualifications.

Pre-Submittal Services (PSS) support is available on a first come, first serve basis during business days. Customers may have their PSS submittal materials checked for general completeness between 9:00 a.m. and 3:00 p.m. each business day. Complete PSS packages (pre-submittal items and fee) received before 3:00 p.m. will be screened for approval the same day. Free technical assistance is also available daily between 7:30 and 9:30 a.m. for customers with detailed technical questions. PSS staff resources will be dedicated to process complete PSS applications from 9:00 a.m. to closing each business day at DDES.

Pre-Submittal Services (PSS) approval is not permit approval and does not authorize construction or use. Following completion of the PSS process the applicant is responsible for submitting a complete permit application for full permit review.

### PERMIT TYPES THAT REQUIRE PRE-SUBMITTAL SERVICES

- Single Family Residences [See DDES Bulletin 9]
- Residential addition permits, that are more than 500 square feet of new structure associated with existing single family residences [See DDES Bulletin 9]
- Residential remodel permits that include interior structural alterations for existing single family residences [See DDES Bulletin 9]
- Residential accessory structure permits, that are more than 1,500 square feet of new structure associated with existing single family residences [See DDES Bulletin 9]
- Residential revision permits to alter building permits that are at an Issued or Extended permit status
- Residential site plan resubmittals for building permits that are at a Pending or Approved permit status; that are in response to a DDES requested change or an applicant requested site plan change [PSS fee not required]
- Agricultural Buildings
- Sign permits for monument signs, freestanding signs, and pole signs [See DDES Sign Requirement Checklist]
- Tenant Improvement permits for over 5,000 square feet for offices, over 10,000 square feet for retail sales, and all other occupancies including any associated change of use [See DDES Bulletin 5]
- Small commercial buildings and commercial additions not exceeding 5,000 square feet of combined building and site construction [See DDES Bulletin 8]
- Grading permits between 200 and 500 cubic yards of material moved outside of critical areas [See DDES Bulletin 28]
- Right-of-Way Use permits
- Boundary Line Adjustments (BLA)
- Separate Lot or Lot Merger applications

**Check out the DDES Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)**

PSS PROCESS: STEPS FOR THE APPLICANT

1. Review the PSS instruction forms, confirm proposal requires the PSS process (see list on Page 1 of this form), and prepare pre-submittal materials based on the PSS checklist (Page 2 of this form).
2. When ready, have PSS materials checked for general completeness based on the items listed on Page 2 of this form between 9:00 a.m. and 3:00 p.m. each business day at DDES.
3. Customers with complete PSS application materials, including the \$357.00 review fee, may then proceed to sign-up for formal PSS screening. Customers with incomplete PSS application materials may ask for free technical assistance.
4. Complete PSS applications will be formally screened for technical and submittal issues. If any technical or submittal issues are found then the PSS customer will be given a written record of what issues and concerns need to be addressed prior to PSS approval and permit application.
5. Complete screened PSS applications will be processed in the order received on the sign-up list starting at 9:00 a.m.
6. If the PSS submittal is deemed appropriate for permit intake then the PSS customer will be given an approval form that will allow them to arrange formal permit intake.

Pre-Submittal Services Application Requirements

The Pre-Submittal Services (PSS) process is designed to provide advance screening of permit applications prior to formal permit intake. The first table below lists the types of permits that are available to utilize pre-submittal services and the corresponding minimum amount of pre-submittal items needed to start this process. You are welcome to submit additional information and items in excess of these minimum pre-submittal items. The second table shows the overall list of pre-submittal items. [Note this list may not include all submittal items required for permit application]

PERMIT TYPES AVAILABLE FOR PRE-SUBMITTAL SERVICES

	PERMIT TYPE	PRE-SUBMITTAL ITEMS
<input type="checkbox"/>	Single Family Residence	1, 2, 3, 4, 5, 6, 7, 8 or 9, 17
<input type="checkbox"/>	Complex Residential Addition	1, 2, 3, 4, 5, 7, 8 or 9, 17
<input type="checkbox"/>	Complex Remodel	1, 2, 3, 4, 5, 7, 8 or 9, 17
<input type="checkbox"/>	Complex Accessory Structure	1, 2, 3, 4, 5, 7, 8 or 9, 17
<input type="checkbox"/>	Residential Revisions	1, 2, 4, 5, 17
<input type="checkbox"/>	Residential Site Plan Resubmittals	4
<input type="checkbox"/>	Agricultural Building	1, 2, 3, 4, 5, 6, 7, 8 or 9, 17
<input type="checkbox"/>	Sign (monument, free standing, pole)	1, 2, 3, 4a, 5, 17
<input type="checkbox"/>	Complex Tenant Improvement	1, 2, 3, 4a, 5, 7, 8, 17
<input type="checkbox"/>	Small Commercial Building	1, 2, 3, 4a, 5, 7, 8, 17
<input type="checkbox"/>	Grading	13, 15, 17
<input type="checkbox"/>	Right-of-Way Use	1, 4, 17
<input type="checkbox"/>	Boundary Line Adjustments	1, 2, 3, 4, 6, 10, 11, 16,17
<input type="checkbox"/>	Separate Lot/Lot Merger	1, 2, 3, 11, 17

PRE-SUBMITTAL ITEMS

1.	Affidavit of Application
2.	Parcel Number/Property Tax Account Number
3.	Legal Description of Property
4.	Site Plan (to scale on site plan template)
	4a. Architectural Site Plan (to scale)
5.	Building/Architectural Plans
6.	Proof of Legal Lot
7.	Certificate of Water Availability (or Well Covenant if property served by private water system)
8.	Certificate of Sewer Availability
9.	Copy of Public Health submittal including site plan (if the property is served by a septic system)
10.	Copy of Public Health approval (approved coversheet and approved site plan)
11.	Title Report
12.	Recorded Access Easement (proof of legal access)
13.	Clearing and Grading Questionnaire
14.	Soils Amendment Worksheet
15.	Grading Application Worksheet
16.	Critical Areas Designation (CAD)
17.	Completed PSS Request form and \$357.00 PSS review fee